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U.S. Department of State Foreign Affairs Manual Volume 6
General Services

**6 FAM 900
GENERAL**

**6 FAM 910
INTERNATIONAL COOPERATIVE
ADMINISTRATIVE SUPPORT SERVICES
(ICASS)**

*(CT:GS-175; 06-19-2013)
(Office of Origin: CGFS/ICASS)*

6 FAM 911 SCOPE AND AUTHORITY

6 FAM 911.1 Policy

*(CT:GS-151; 06-07-2006)
(Uniform State/USAID/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)*

It is the policy of the Department of State to provide shared administrative services for U.S. Government agencies at posts abroad using a voluntary interagency mechanism for managing and funding those services, and using a full-cost recovery system which is transparent, fair, and equitable.

6 FAM 911.2 Scope and Applicability

*(CT:GS-151; 06-07-2006)
(Uniform State/USAID/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)*

International Cooperative Administrative Support Services (ICASS) applies to the management and funding of all shared administrative services abroad and related costs at participating agencies' headquarters. ICASS involves all participating foreign affairs agencies at all posts.

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6 FAM 911.3 Responsibilities

(CT:GS-175; 06-19-2013)

(Uniform State/USAID/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

- a. The ICASS Executive Board is the highest-level ICASS policy-making body. The board is chaired by the Assistant Secretary of State for Administration (A). Members are generally Assistant Secretary-level officers from participating agencies. The board is supported by the ICASS Working Group, an interagency body open to all agencies represented on post ICASS councils. The responsibilities of the other entities involved in ICASS are found in 6 FAH-5, International Cooperative Administrative Support Services (ICASS) Handbook.
- b. The ICASS Service Center (*CGFS/ICASS*) manages the Department's administrative responsibilities for this program.

6 FAM 911.4 Definitions

(CT:GS-151; 06-07-2006)

(Uniform State/USAID/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

International Cooperative Administrative Support Services (ICASS) is a customer-driven, voluntary interagency mechanism for managing and funding administrative support services abroad. ICASS gives posts the authority to determine how services are delivered, at what cost and by whom; has customer service standards established by the post, with the service provider formally accountable to the customer; and incorporates a full-cost recovery system through a no-year working capital fund. The goals of ICASS are to provide quality administrative services and increase customer satisfaction; reduce and contain costs; promote local empowerment; and establish a simple, transparent and equitable cost-distribution system.

6 FAM 911.5 Authorities

(CT:GS-151; 06-07-2006)

(Uniform State/USAID/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

- a. The International Cooperative Administrative Support Services (ICASS) organization was established by Public Law 104-208 (Department of State appropriations bill). Also, the President's Management Council and the Vice President's National Performance Review provided impetus for its creation.
- b. Working Capital Fund: Public Law 88-205, December 16, 1963.

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6 FAM 912 PROCEDURES

(CT:GS-151; 06-07-2006)

(Uniform State/USAID/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

ICASS procedures are found in 6 FAH-5, International Cooperative Administrative Support Services (ICASS) Handbook.

6 FAM 913 THROUGH 919 UNASSIGNED